

Job description

Band 5 Occupational therapist



...we are caring and compassionate

...we deliver quality and value

...we work in partnership

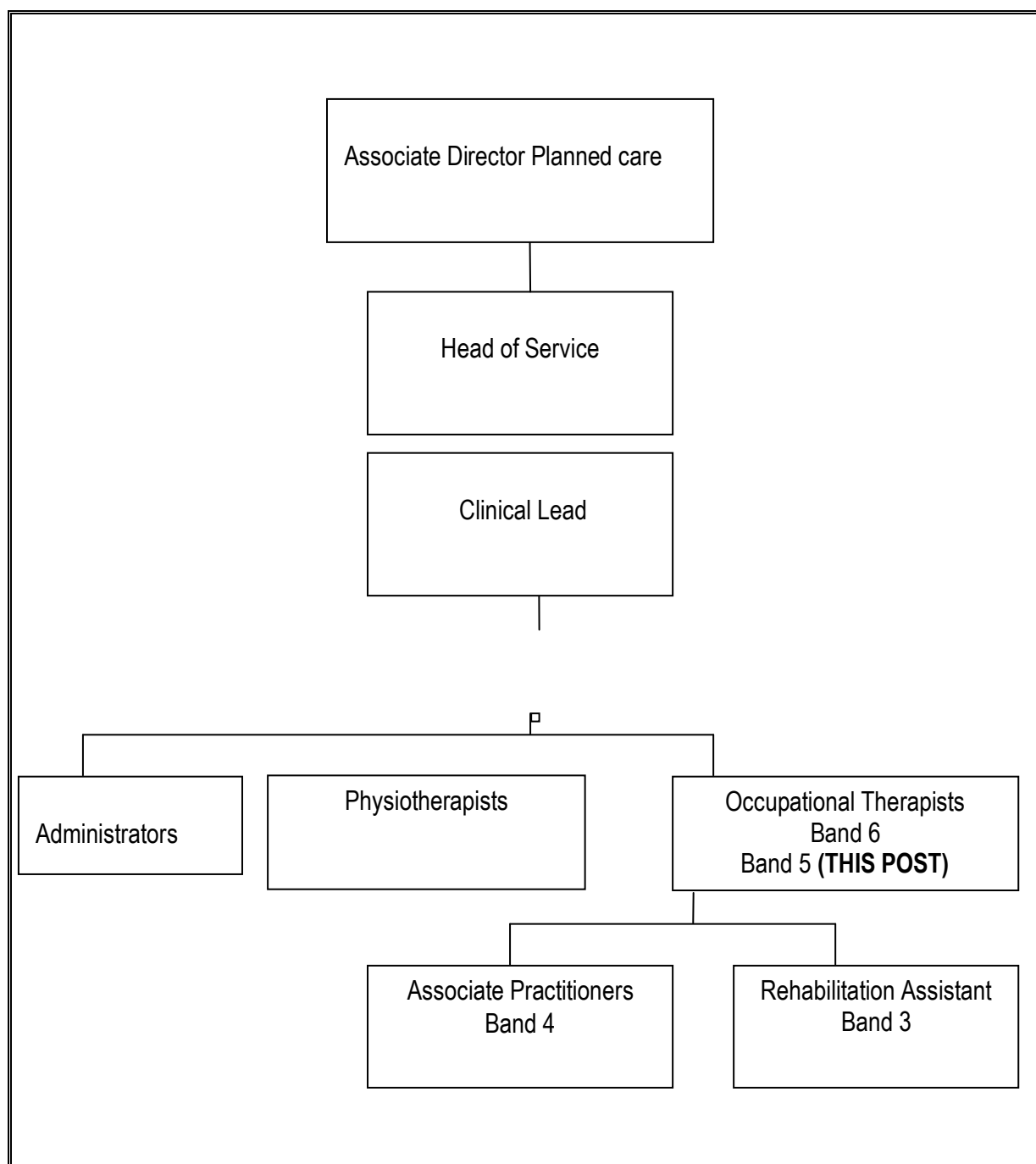


Name:	
Job title:	Occupational therapist
Team:	Intermediate care
Business unit:	Intermediate Care and Urgent Response
Reports to:	Clinical Lead
Accountable to:	Head of service
Band:	5
Location:	Unit 5 Ambley Green
Last updated:	April 2021

Job purpose

- To work as an occupational therapist within intermediate care team, providing occupational therapy for patients who require Intermediate Care in the community. This will include:-
 - Assessment to facilitate timely discharge from acute community hospitals
 - Assessment of patient in their own homes for admission avoidance
- Supervise the clinical work of OT students or support workers that may be placed with the post holder.
- To work flexibly as an integral part of the interdisciplinary Intermediate Care Team, contributing occupational therapy skills to all parts of the team.
- To participate in a working rota with other members of the team to cover weekdays, weekends and public holidays from 08:00am to 19:00pm.

Organisational chart



1. Communication and relationship skills

Internal:

- Team manager
- Team members
- Community therapy staff
- Other professionals
- Primary health care team
- PALS
- Intermediate care and specialist teams
- Professional lead for continuing and funded nursing care

External:

- Patients and their carers
- Social care providers
- Voluntary agencies
- Housing services
- Other primary care trusts
- Acute hospital trusts
- Community pharmacies
- MedOCC
- Care home providers

Ensure effective communication within the team, the patient and other professional mainstream services and to act as the patient advocate.

Communicate complex patient information, verbally and in writing to various professionals.

Provide advice, motivation and education, to patient's family and carers in respect of their medical/health condition, where there may be barriers to understanding, being empathetic and providing reassurance.

2. Knowledge, training and experience

- Registration with Health Professionals Council (HPC)
- Diploma/Degree in Occupational Therapy
- Knowledge of current legislation and national guidelines affecting relevant practice
- Good understanding of Clinical Governance and managing risk in your own work.
- Proven post qualification experience, some of which should be in the community.
- Experience of working in a multi-disciplinary Team (MDT)
- Experience in treating patients with a broad range of physical conditions
- Some understanding of mild/moderate dementia
- Understanding of community setting for care and functioning of integrated teams.
- Excellent Communication skills, verbal and written
- Good IT skills
- Some experience in audit techniques and research
- Ability to work independently
- To be responsible for maintaining and developing own competency to practice through CPD activities and maintain a portfolio which reflects personal/professional development

3. Analytical and judgement skills

- Ability to prioritise and respond appropriately to patient referrals.
- Proactive management of risks.

4. Planning and organisational skills

- Liaise with health and social care professionals regarding patient care, treatment progress and discharge planning.
- Ability to adapt and be flexible in responding to changing needs and demands of the service.

5. Physical skills

- Undertake a range of clinical competencies specific to your professional discipline, which would include holistic and functional assessments.
- To take a lead within the service to demonstrate safe manual handling, manoeuvring of wheelchairs and use of hoists, when handling clients with disabilities.

6. Responsibility for patient / client care

- Undertake the care of patients, as appropriate ensuring individual needs are met through the use of evidence-based practice.
- Assess, plan, implement, and evaluate programmes of care in consultation with the senior occupational therapist.

7. Responsibility for policy and service development implementation

- Follow organisational policies and procedures.
- Abide by HPC codes of conduct.
- Maintain a professional manner and act as a role model.
- Work collaboratively with other team members, colleagues and services in practice and service development within the context of integrated/ inter-professional working.

8. Responsibilities for financial and physical resources

- No budgetary responsibility
- Assess patients for standard equipment, request their provision, deliver where necessary and teach patients/carers safe use, taking into consideration risk assessments.

9. Responsibilities for human resources (HR)

- To be responsible for work delegated to rehabilitation assistants
- Motivate and supervise junior staff

10. Responsibilities for information resources

- Ensure records are kept up to date and safeguard patient confidentiality by being aware of professional, legal and ethical responsibilities.
- Record and submit accurate, timely data and information to inform caseload management and service development.

11. Responsibilities for research and development (R&D)

- Actively participate in clinical audit and clinical governance activities including risk assessments and complaints investigation.

12. Freedom to act

- Work as an autonomous practitioner within the intermediate care team, with overall management responsibility of a defined caseload.
- Work within defined departmental, professional and organisational protocols, policies and codes of conduct, contributing to the interpretation of national and local policy relevant to specialist clinical area

13. Physical effort (refer to effort factor questionnaire)

14. Mental effort (refer to effort factor questionnaire)

15. Emotional effort (refer to effort factor questionnaire)

16. Working conditions (refer to effort factor questionnaire)

Physical effort

This factor measures the physical effort (sustained effort at a similar level or sudden explosive effort) required for the job. It takes account of any circumstances that may affect the degree of effort required, such as working in an awkward position or confined space. Please tick the appropriate box in the table below.

Job requirements	Yes / no	Average number of shifts per week	Average number of times per shift	Average duration of each occurrence	Average weight lifted
Standing / walking for substantial periods of time?	Yes	5	Continuous	Variable but frequent	
Standing / sitting with limited scope for movement for long periods?	Yes	5	3-4	Variable but frequent	
Making repetitive movements?	Yes	5	7-8	Variable but frequent	
Inputting at a keyboard?	Yes	5	1-2	30-60 mins	
Kneeling, crouching, twisting, bending or stretching?	Yes	5	Continuous	Variable but frequent	
Climbing or crawling?	No				
Working in physically cramped conditions?	Yes	5	3-4	30 mins	
Working at heights?	No				
Pushing / pulling trolleys or similar?	Yes	5	1-2	Variable	
Running?	No				
Cleaning / pot washing?	No				
Lifting weights / equipment with mechanical aids?	No				
Lifting weights / equipment without mechanical aids?	Yes	5	10	Variable but frequent	
Manual digging?	No				
Other? (please specify) <ul style="list-style-type: none"> Moderate physical effort is required on a daily basis. Frequent transportation of equipment around department and out to patient's homes. Moving and handling of patients 					

Mental effort

This factor measures the mental effort (concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines) required for the job. Please tick the appropriate box in the table below and describe the level of alertness / concentration required when undertaking certain activities. Please note that the periods of time in the table refer to continuous periods of concentration.

Job requirement	Average duration	How often per day / shift?	Are there interruptions?	If yes, do they require you to change what you are doing?
Check documents	15-30 mins	Continuous	Yes	Yes
Carry out calculations	10-15 mins	Frequent	Yes	Yes
Analyse statistics	N/A			
Operate equipment / machinery	N/A			
Drive a vehicle	15 mins	1-2	No	No
Carry out screening tests / microscope work	N/A			
Carry out clinical / therapeutic / social care / diagnoses / assessments	3-4 hours	Continuous	Yes	Yes
Attend meetings (please describe role)	1-2 hours	Monthly	No	No
Prepare detailed reports	30 mins	Frequent	Yes	Yes
Carry out formal student / trainee assessments	1-1.5 hours	Daily	Yes	Occasional
Undergo cross examination in court	Potential for			
Carry out clinical, therapeutic or social care interventions / treatment	45 mins	Frequent/variable	Yes	Yes
Carry out non-clinical fault finding	N/A			
Other (please specify)				

Is the pattern of this work predictable in nature? No

If no, please describe below, including examples of activities / responsibilities that make it unpredictable.

- The OT has to complete a number of assessments throughout the day despite frequent interruptions from telephone calls, relatives and staff.
- Referrals can be made at any time.

Emotional effort

This factor measures the emotional effort required to undertake clinical or non-clinical duties that are generally considered to be distressing and/or emotionally demanding. Please complete the table below, indicating whether you carry out the activities listed as examples.

Examples	Number of occasions per week / month / year
Giving unwelcome news to patients / clients / carers / staff	Occasionally
Processing, eg typing / transmitting, news of highly distressing events	N/A
Providing a service for distressed / angry patients / clients	1-2 per month
Dealing with difficult situations / circumstances	1 per week
Designated to provide emotional support to front line staff	N/A
Providing a care or therapy service to emotionally demanding patients / clients	Daily
Caring for the terminally ill	N/A
Communicating life changing events to patients / clients	Daily
Dealing with people with challenging behaviour	1-2 per month
Arriving at the scene of a serious incident	Possible
Other (please specify) <ul style="list-style-type: none"> Support can be obtained from Senior OT particularly when dealing with difficult cases. The OT id often working with patients who are anxious and at times unrealistic in their expectations of rehab/ability to manage at home. 	

Working conditions

This factor measures the demands arising from inevitably adverse environmental conditions (such as extreme heat / cold, smells, noise, fumes) and hazards, which are unavoidable (even with the strictest health and safety controls), such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers).

Please describe where you work and state percentage of time in each area below:

Patients own homes and intermediate care placements – 85%

Office Base – 15%

Please complete the table below concerning the conditions in which you are required to work or illness /injury to which you are exposed.

Are you require to work in, directly with or exposed to:	Yes / no	Frequency per week / month / year
Driving / being driven in normal situations (excluding driving to work)?	Yes	3-4 times a week
Driving / being driven in emergency situations?	No	
Inclement weather?	Yes	In winter months
Use of VDU more or less continuously?	No	
Excessive temperatures?	Yes	During summer months
Unpleasant smells / odours?	Yes	Daily
Excessive noise and / or vibration?	No	
Dust / dirt?	Yes	2-3 times a month
Humidity?	No	
Exposure to dangerous chemicals / substances in containers?	No	
Exposure to aggressive verbal behaviour where there is no or little support?	Yes	Variable
Unpleasant substances / non-household waste?	No	
Noxious fumes?	No	
Infectious material / foul linen?	Yes	Variable
Fleas or lice?	Yes	Variable
Body fluids, faeces, vomit?	Yes	Variable
Exposure to dangerous chemicals / substances not in containers?	No	
Other (please specify)		
<ul style="list-style-type: none"> Frequent visits to patients in their own homes and the environment can be unpredictable at times. The OT must always take into consideration issues relating to health and safety/infection control 		

Corporate accountabilities

Equality and diversity

The post holder will comply with all policies and procedures designed to ensure equality and diversity of employment and services across the organisation.

Standards of professional and business conduct

The postholder will be required to comply with the organisation's standing orders and standing financial Instructions, and at all times deal honestly with the organisation, with colleagues and all those who have dealings with the organisation, including patients, relatives and suppliers. The postholder will also be required to comply with the Code of Conduct for NHS Managers and / or the relevant professional codes of conduct.

NHS values

All staff must be committed to abiding by the NHS values and our organisational values; open and truthful in all their dealings with patients and the public, being caring and compassionate, working in partnership and delivering quality and value. Organisational and personal interests must never be allowed to outweigh these.

Control of infection

All staff whether clinical or non-clinical are required to comply with the Health and Social Care Act 2008. Code of Practice for the prevention and control of infections and related guidance. Therefore the postholder is expected to keep patients, visitors, themselves and other staff safe by continuously reducing the risk of healthcare associated infections.

Risk management and health and safety

The postholder will ensure compliance with the organisation's risk management policies and procedures. These describe the organisation's commitment to risk management, the recognition that our aim is to protect patients, staff and visitors from harm, and stress that all staff have a responsibility to minimise risk. The postholder will be required to observe local health and safety arrangements and take reasonable care of him / herself and persons that may be affected by his / her work.

Governance standards

Comply with the relevant governance standards applicable to the organisation as communicated to the postholder from time to time

Confidentiality

To respect the confidence of patients, clients and their carers relating to their condition, their family and their financial and other circumstances and not to disclose any such information to others who are not authorised to have it, either within or outside the organisation. To abide by the organisation's code of conduct and Caldicott requirements in confidentiality at all times.

Records management

To maintain organisation and patient records (both paper and electronic) in accordance with organisation policies to facilitate clinical care and effective administration.

Freedom of Information

To provide advice and assistance to all persons who propose to make, or have made requests for information, and to ensure all requests for information are managed appropriately in accordance with organisation Freedom of Information procedures.

Data protection

To comply with organisation's policies and the Data Protection Act in all respects, with particular relevance to the protection and use of personal and patient information.

Security

To comply with organisation policies to ensure there is a safe and secure environment that protects patients, staff and visitors and their property, and the physical assets and the information of the organisation.

Safeguarding and protecting children and vulnerable adults

All staff must be familiar with and adhere to Medway Community Healthcare Safeguarding Policies, procedures and guidelines for both children and vulnerable adults. This must be in conjunction with the Kent and Medway Safeguarding Children Procedures and Kent and Medway Safeguarding Vulnerable Adults Multi-Agency Policy, protocols and guidelines. All staff are required to attend mandatory safeguarding children and vulnerable adults training and updating relevant to their position and role.

Person specification

Criteria	Essential	Desirable
Qualifications	Diploma/Degree in OT Registered with HPC Post Graduate Training Practice Educator Training	Member of COT Member of specialist Interest Group
Experience	Broad range of experience as a basic grade Experience in responding to demand/prioritising work/managing a caseload Experience in community work Post graduate experience	Experience in developing services or changing services Supervision of students
Special knowledge / expertise	Good knowledge of assessment and treatment of variety of conditions Good knowledge of national and professional issues Good knowledge of clinical governance and managing risk	
Disposition, adjustment, attitude and commitment	Ability to work under pressure Good communication Attention to details and presentation Flexibility and adaptability Motivated to community work Open and friendly	Experience in implementing change
Practical / intellectual skills	Ability to travel to various sites in a timely manner	
MCH values	<p>Being caring and compassionate The health and wellbeing of our patients and staff are my priority. I show kindness and humanity. I am inclusive and non-discriminatory.</p> <p>Working in partnership I ask for, respond to and offer feedback which improves the quality of our services. I work effectively as part of my immediate team, the wider organisation and with external partners to achieve shared goals. I take responsibility and ownership for my area of work and I meet and manage expectations.</p> <p>Delivering quality and value I raise my concerns and I am open and</p>	

	<p>honest when things do not go well, learning from successes and mistakes. I make the most of resources and reduce waste and inefficiencies. I seek out, share and actively participate in new ideas and ways of working.</p> <p><i>These are the core values and behaviours expected of all roles within MCH and individual performance in relation to the values is assessed in your PDR. A full description is available from your manager and the intranet.</i></p>	
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